



Framework for Online Professional Doctorates

Annexe 2

Guidelines on Submission of a Research Degree Thesis for Examination for Online Professional Doctorates

General Information

1. **These Procedures must be read in conjunction with the University of Liverpool's (UoL) 'Policy on Submission of a Research Degree Thesis for Examination' ([Appendix 7 of the PGR Code of Practice](#)).**
2. **The following Procedures document the limited number of instances where specific differences in application of the Policy apply solely for online professional doctorate (OPD) students. These Procedures are set out in accordance with the Section numbering of the Policy (Appendix 7).**

It should also be noted that:

3. **These Procedures cover the thesis stage only of Online Professional Doctorate programmes. During the pre-thesis stage the OPD is subject to the provisions of UoL's [Code of Practice on Assessment](#).**
4. **Communications between supervisors and the student must be sent to the student's email address recorded on the student record system.**
5. **At the appropriate stage, when set as a requirement of the Policy, communications with the student will be made by the UoL SDPR/IDPR¹.**

¹ Or nominee as appropriate

1. Introduction

In addition to the documents listed in the Introduction to the Policy, online students should refer to the appropriate Online Professional Doctorate Framework and Kaplan Open Learning's Virtual Learning Environment. In cases of complaint they should also refer to Kaplan Open Learning's Student Complaints Policy and submit a complaint to Kaplan in the first instance.

2. General Principles

- 2.2 The normal minimum period permitted for *submission* of an Online Professional Doctorate thesis shall be as stipulated in the appropriate Framework for Online Professional Doctorates. It is recommended that all students, including re-submission candidates, submit their thesis for examination at least 9 months prior to the end of their maximum period permitted for registration for an Online Professional Doctorate.
- 2.3 The normal minimum and maximum periods permitted for *registration* for an Online Professional Doctorate shall be as stipulated in the relevant Framework for Online Professional Doctorates.

3. Preparation of the thesis prior to submission

- 3.2 a) Word count: The maximum word count for the thesis is specified in the appropriate Framework for Online Professional Doctorates and should not normally be exceeded. If, in exceptional circumstances, the candidate wishes to exceed the relevant maximum word count, they should contact their Primary Supervisor, who will make application for approval by the relevant Programme Director/ Director of Studies or their designated representative. If such approval is given it shall be communicated to the Examiners by the relevant UoL administrator.
- e) Published Papers: OPD students would not normally submit a thesis as series of papers, but they might submit a thesis as a series of studies.
- g) OPD students submit their declaration of academic honesty upon entering the thesis stage via the thesis classroom in Blackboard.
- h) Electronic version of the thesis (Online Professional Doctorate students only): The copy of the thesis submitted for examination must be in Portable Document Format (pdf); further detailed guidance is provided in Annexe 1 to Appendix 7 of the PGR Code of Practice.

4. Submission of the thesis to Kaplan Open Learning

Candidates must submit a single electronic copy of their thesis via the relevant Turnitin submission link in the Virtual Learning Environment (VLE) that is maintained by Kaplan Open Learning. The student must also email a copy of the thesis to the relevant UoL administrator and notify their primary supervisor that the thesis has been submitted. OPD students submit their declaration of academic honesty via Kaplan Open Learning's Virtual Learning Environment.

7. Confidentiality of material

7.1 Where a candidate or their sponsor considers that elements of the thesis are particularly confidential, the candidate should inform the Director of Studies for the programme prior to submission of the thesis, in order for the Examiners to be informed of the particularly sensitive nature of the material.

8. Requirements for modifications or full re-submission following first examination of the submitted thesis

8.1 For Online Professional Doctorate Degrees the possible outcomes of the examination(s) are defined in the relevant Framework for Online Professional Doctorates.

8.3 Submission of modifications or re-submission of the thesis must be made in the same way as the original thesis, using the appropriate re-submission link i.e via Turnitin via Kaplan Open Learning's virtual learning environment.

Guidelines for formatting and presentation of an Online Professional Doctorate degree thesis in electronic format for examination

This Annexe provides additional guidance to candidates and should be read in conjunction with Annexe 1 to Appendix 7 of the PGR Code of Practice: Guidelines for Formatting and Presentation of a PGR Degree Thesis to UoL for Examination.

1. Electronic version of the thesis (for Online Professional Doctorates only)
The copy of the thesis submitted for examination must be in Portable Document Format (pdf). Candidates must submit a single electronic copy of their thesis via the relevant Turnitin submission link in the programme's Virtual Learning Environment (VLE) that is maintained by Kaplan Open Learning. OPD students submit their declaration of academic integrity via Kaplan Open Learning's Virtual Learning Environment.
9. Margins and line spacing
Margins must be 25mm minimum.
10. Supporting material
All supporting material should normally be included within the same electronic file as the main body of the thesis, rather than provided as a separate file. The Director of Studies for the programme should be consulted as to the appropriate means of submission in any cases where the thesis includes material that cannot easily be included within the submitted electronic file (e.g. video recordings, audio recordings, large charts).
11. Original Creative Material
This section does not apply to students registered for an Online Professional Doctorate.